

Administrative Assistant

Provider: Amundsen Education Center

Length: 540 Hours

Cost: \$6,900

Cost Unit: Cost of the entire program

Website

<http://www.nfvtc.org/programs.html>

Sample job expectations: computer operator, word processor, database management, spreadsheet management, data input clerk, general office clerk, payroll clerk, receptionist, clerk typist, file clerk, proofreader, statistical clerk, supervisor gen. office.

Related Occupations

Cargo and Freight Agents

Executive Secretaries and Executive Administrative Assistants

Insurance Claims and Policy Processing Clerks

Office Clerks, General

Procurement Clerks

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Word Processors and Typists

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